

LEADERSHIP PREPARATORY ACADEMY

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Open Records Request Procedure

Under the Georgia Open Records Act ([OCGA §50-18-70 to §50-18-77](#)) all public records are available for inspection and copying unless they are specifically exempted from disclosure under the law. If a government agency or custodian of public records withholds a public document from production under an Open Records Request, they will cite to the provision of Georgia law that exempts the record from being produced.

All Open Records Requests to inspect or copy records must be made in writing to the Open Records Officers, Mr. Lonnie Hall and Dr. Tonya Williams by email. Leadership Preparatory Academy will provide information relating to the request, as permissible and applicable by law, within 3 **business days** after it has been received by both Open Records Officers.

Responses shall include the cost to search, retrieve, copy, redact, and/or supervise inspection of the requested document(s). Leadership Preparatory Academy is authorized to impose upon you a reasonable charge for the research, retrieval, redaction, and other administrative costs of complying with your inquiry, including copying charges of \$.10 per standard page and a charge of \$16.12 per hour for the time you spend reviewing documents to begin after the first quarter hour/15 minutes. The cost represents the hourly rate of the lowest paid full-time employee who has the necessary skills and training to respond to your request. There is no charge for the first 15 minutes. Other types of documents or electronic media are charged based upon Leadership Preparatory Academy's expense to reproduce the record. Where fees for certain records are otherwise prescribed by law, such specific fees shall apply. **Payment is required upon receipt of the records.**

Upon submission of your request, a confirmation receipt will be sent to the email address provided in the request. If you do not receive a confirmation, please resubmit your request or contact us.

If production of the information is not possible within that timeframe, one of the Open Records Officers will issue correspondence with an explanation.